

Managing RSDs

The new process for RSD maintenance is as follows.

- A CoE Administrator chooses to 'Mange RSD Contacts' when viewing the contacts at their organisation.
- They make the necessary changes to the list.
- They submit the changes.
- The PEO selects the link in the email they are sent.
- The PEO either approves or rejects the changes.
- The CoE Administrator is notified of the outcome.

Manage RSD Contacts

Organisation RSD Contacts

Use this page to manage RSD contact details for your current organisation:

RSD Contacts

Click on a contact name in the list below to view / edit their details.

Legend: + Add, Edit, X Delete, Reactivate

1 Edit

2 Add New RSD Submit Cancel Reset

3 DOREY, John + SMITH, bob X

4 + Add Edit X Delete Reactivate

1. To edit any of a contact's details, select 'Edit'. You can know add the new detail to the fields on the pending record. Only some information about contacts can be edited.
2. The User can add a new RSD, Submit the changes they have made, cancel to stop view the page or reset the changes they have made.
3. This is the list of RSDs. To edit the RSD simply click on the appropriate RSDs name.
4. This is the legend for the symbols found next to the RSD list.

Things to Remember

- A PEO can't be deleted.
- The PEO can only opt-out of being an RSD if there are other RSDs at the Organisation.
- RSDs must never have generic email addresses.
- A CoE Administrator may edit pending changes.
- The changes must be approved within 14 days.

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RSD Change Authorisation

Click on the each RSD contact name link below to view the changes and then either Approve or Reject as a group.

4 + Add ✎ Edit ✖ Delete

Current	Pending
Contact Type: <input type="text" value="Principal Executive Officer"/>	<input type="text" value="Principal Executive Officer"/>
PEO Opt out: <input type="radio"/> Yes <input checked="" type="radio"/> No <small>Your PEO automatically becomes a registration signatory delegate. Please select 'No' if you do not want the PEO to be a registration signatory delegate. You will not be able to select 'No' if your organisation does not have any other RSDs listed below.</small>	<input checked="" type="radio"/> Yes <input type="radio"/> No <small>Your PEO automatically becomes a registration signatory delegate. Please select 'No' if you do not want the PEO to be a registration signatory delegate. You will not be able to select 'No' if your organisation does not have any other RSDs listed below.</small>
First Name: <input type="text" value="Zeph"/>	<input type="text" value="Zeph"/>
Family Name: <input type="text" value="Mitchell"/>	<input type="text" value="Mitchell"/>
Job Position: <input type="text"/>	<input type="text"/>
Phone: <input type="text" value="62111111"/>	<input type="text" value="62111111"/>
Email address: <input type="text" value="zepherryn.mitchell@deewr.gov.au"/>	<input type="text" value="zepherryn.mitchell@deewr.gov.au"/>
Comments: <input type="text"/>	<input type="text"/>

3 TEST, Test

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1. A PEO may choose to opt-in/out of being an RSD before they make a decision about the changes.
2. The PEO can choose whether to either 'Approve' or 'Reject' all of the changes.
3. This is the list of RSDs. To view the RSDs changes simply click on the appropriate RSDs name.
4. This is the legend for the symbols found next to the RSD list.

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- RSDs must never have generic email addresses.
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